



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 19, 2008

Mr. Rodney W. Gray, Vice President
Siegfried Engineering, Inc.
4045 Coronado Avenue
Stockton, CA 95204

Dear Mr. Gray:

RE: **FINAL MONITORING VISIT REPORT** for Siegfried Engineering – ET07-0310

Date of the Visit:	April 16, 2008
Beginning/Ending Time:	1:30 pm – 2:30 pm
Date of Last Visit:	June 20, 2006
Visit Location:	Stockton
Persons in attendance:	Rodney Gray, Vice President, Anita Wolfe, Business Manager; and Jason Sakamoto, and Kristie Ohta, Program Analyst of the Employment Training Panel
Action Required:	NO

Term of Agreement:	March 6, 2007 March 20, 2008	Agreement Amount:	\$16,368
Training Start Date:	March 6, 2007	No. to Retain:	31
Date Training must be Completed:	December 13, 2007	Range of Hours:	8 - 32
Type of Trainee:	Retrainee	Weighted Ave. Hours:	24

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on March 22, 2007 and training began on March 6, 2007. Your staff reported that all training was completed on December 13, 2007, which allows for the 90-day retention period to be completed within the term ending date of the Agreement March 20, 2008

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ETP (04/15/05)

ETP approved one Agreement Modification on November 5, 2007, which extends the term of the Agreement from March 5, 2008 to March 20, 2008 to allow for additional training courses in December 2007.

• **INTERVIEW WITH THE, Ms. Wolfe Business Manager**

- What barriers, if any, did your company experience in implementing your ETP project?
What is allowable computer training, and what is not; however, ETP is very flexible.
- What problems, if any, did your company experience with ETP record keeping?
The first look at the ETP program is very overwhelming. However, the program is beneficial
- What assistance could ETP have provided that would improve the process for future Contractors?
Make the process easier, the process is confusing.
- How did your company benefit from the ETP training?
This was our first ETP training project, the program has help us out by allowing us to send employees to training, that we might not haven been able to send our employees too. The ETP program has benefited us tremendously with new technology.

Siegfried Engineering, Inc. records show that 18 trainees have completed training (58% of planned retentions) and 18 trainees have completed the 90 day retention period (58% of planned retentions). Siegfried Engineering projects earnings to be \$7,942 (49% of the encumbered total \$16,368). Current records show that Siegfried Engineering, Inc. has received \$7,942 in payments, of which \$7,942 has been approved as earned.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Planned Number of Trainees:	31	Total Agreement Hours:	744
Trainees Started Training:	28	Training Hours Recorded:	361
Trainees Completed 8 hours:	18	Trainees Completed Training:	18
Trainees Completed Minimum Hours:	18	Training Hours Potentially Reimbursable:	361

ATTENDANCE ROSTERS:

During the term of the Agreement, Ms. Ohta performed 100 percent review of all rosters containing ETP funded training. All rosters reviewed met Panel requirements for documenting the training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

AUDIT:

Siegfried Engineering, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst, Kristie Ohta at 916.327.5586 within ten (10) days of receipt of this report.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: Anita Wolfe, akwolfe@siegfriedeng.com
Brian McMahon, Executive Director
Amber Luiz, Assistant Director
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File